



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Sunset Room, 555
Israel Rd. SW, Tumwater, WA 98501**

**Thursday, May 14, 2026
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes, April 9, 2026
 - a. Approval of Minutes
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Battalion Chief Eligibility List
8. Approval of Certified Police Eligibility List
9. Reclass Training Lt to Training Sgt
10. Updates
11. Next Meeting Date - 06/11/2026
12. Adjourn

Meeting Information

All commission members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/88996173831?pwd=rLFedt9Vmscnn8FKqO363GB0K3d5Hk.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 889 9617 3831 and Passcode 859173.

Public Comment

The public may submit comments by sending an email to calmon@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater->

wa.municodemeetings.com.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION
APRIL 9, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Chair Blake Chard, Commissioner Pat Schneider.

Not Excused: Commissioner Wendy Moudy

Staff: Chief Examiner Michelle Sutherland, Acting Chief Carlos Quiles, Fire Chief Brian Hurley.
- CHANGES TO AGENDA:** Chief Examiner Sutherland proposed adding the Deputy Chief Exam Plan, a Request to Extend the Acting Deputy Police Chief Appointment, one revision to the Police Officer Entry Level List.
- MOTION:** **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the changes to the agenda. A voice vote approved the motion.**
- APPROVAL OF MINUTES:** **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the minutes of March 12, 2026 as presented. A voice vote approved the motion.**
- STATUS OF ELIGIBILITY LISTS:** Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective.
- APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
- MOTION:** **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.**
- APPROVAL OF ENTRY LEVEL FIREFIGHTER LIST:** Chief Examiner Sutherland requested to approve the Police Sergeant Eligibility List.

MOTION: Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Police Sergeant Eligibility List as presented. Motion carried unanimously.

APPROVAL OF FIRE ADMINISTRATIVE MANAGER RECLASSIFICATION: Chief Examiner Sutherland requested to approve the Fire Administrative Manager Classification.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the reclassification to Fire Administrative Manager as presented. Motion carried unanimously.

APPROVAL OF DEPUTY POLICE CHIEF EXAM PLAN: Chief Examiner Sutherland requested to approve the exam plan for the Deputy Police Chief Exam Plan.

MOTION: Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Deputy Chief Exam Plan as presented. Motion carried unanimously.

APPROVAL OF EXTENSION TO THE ACTING DEPUTY POLICE CHIEF APPOINTMENT: Chief Examiner Sutherland requested to approve the extension to the Acting Deputy Police Chief position through September 2, 2026.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Acting Deputy Police Chief position through September 2, 2026. Motion carried unanimously.

NEXT MEETING DATE: The next meeting is scheduled on Thursday, May 14, 2026.

UPDATES: Updates were presented by Fire Chief Hurley, and Acting Police Chief Quiles.

ADJOURNMENT: With there being no further business, Chair Chard adjourned the meeting at 6:01 p.m.

Prepared by Michelle Sutherland, Chief Examiner.



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – May 2026

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	No List		
Fire Capt. Promotional	No List		
Fire Lt. Promotional	February 2025	February 2026	February 2027
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	November 2025		November 2026
Firefighter (Entry)	March 2026		March 2027
Lateral Paramedic Firefighter	November 2025		November 2026
MSO Battalion Chief	No List		
Paramedic Lieutenant	February 2025	February 2026	February 2027
Fire Training Lt.	No List		
Lateral Firefighter	November 2025		November 2026
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	No List		
Fire Prevention Officer	July 2025		July 2026
Name of List (Police)	Date Established	Date Renewed	Date of Expiration
Police Deputy Chief	September 2025		September 2026
Police Lt. Promotional	No List		
Police Sgt. Promotional	March 2026		March 2027
Police Management Analyst	No List		
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	Active Continuous		Active Continuous
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	September 2025		September 2026
Police Svc Specialist II	No List		
Police Records Supervisor	July 2025		July 2026



**CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL**

Examination Date: Continuous
Approval Date: May 2026
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Michelle Crosby	96.12	May 2026	May 2027
2	Prabhart Prasad	79.41	March 2026	March 2027
3	Kaci Osborne-Hansen	78.54	April 2026	April 2027
4	Torian Whetstone	78.43	April 2026	April 2027
5	Kyler Wallen	77.73	May 2026	May 2027
6	Riley Owen	77.55	March 2026	March 2027
7	Daniel Cox *	77.01	October 2025	October 2026
8	Isaac Morgan	76.83	May 2026	May 2027
9	Randel Kephart	76.73	March 2026	March 2027
10	Jarod Humphrey	76.50	March 2026	March 2027
11	Jase Marcott	76.49	February 2026	February 2027
12	Hunter Kleinhoff	75.51	February 2026	February 2027
13	Michael Childress	74.95	May 2026	May 2027

APPROVED:

_____ CHAIR

_____ DATE

Added to the list:

- Michelle Crosby
- Kyler Wallen
- Isaac Morgan
- Michael Childress

Removed from List:

- Brandin Riedel: Hired
- Robert Bauer: Withdrew
- Trevor James: FCI
- Zack Terrell: Withdrew
- Jared Corbet: Withdrew
- Jose Calderon: Withdrew

- Andrew Sandberg: FCI
- Brian Voghell: FCI



CIVIL SERVICE COMMISSION
Battalion Chief

Examination Date: April 2026
 Approval Date: May 2026
 Expiration Date: May 2027

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Duncan MacLeod	81.11	May 2026	May 2027
2	Rian Winter	81.04	May 2026	May 2027
3	Jarrold Simmons	80.88	May 2026	May 2027
4	William Flagg	79.02	May 2026	May 2027

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

- Duncan MacLeod
- Rian Winter
- Jarrod Simmons
- William Flagg



CIVIL SERVICE COMMISSION
Certified Police

Examination Date: April 2026
 Approval Date: May 2026
 Expiration Date: May 2027

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	DeWayne Thomas	93.15	May 2026	May 2027

APPROVED:

CHAIR

DATE

Added to the list:

- DeWayne Thomas

Removed from List:



May 14, 2026, Meeting

Agenda Item: Reclassification of Police Training Lieutenant to Police Training Sergeant

Action Requested: Move to authorize reclassification of the Police Training Lieutenant position to Police Training Sergeant

Justification:

With the recent reorganization of the Tumwater Police Department, an opportunity has emerged to better align the organizational structure with long-term strategic priorities. Historically, the department has operated with three lieutenant positions: Detective Lieutenant, Patrol Lieutenant, and Training Lieutenant.

As part of ongoing succession planning efforts, the department has identified the training and development of first-line supervisors as a critical priority. Preparing sergeants for future leadership roles requires deliberate development and exposure to a wide range of operational functions.

To support these objectives, the department proposes reclassifying the Training Lieutenant position to a Training Sergeant position. This change expands developmental opportunities for sergeants by establishing three key assignment areas: Training Sergeant, Administrative Sergeant, and Detective Sergeant.

This structure allows sergeants to gain broader exposure to core departmental functions, enhancing readiness for promotion to lieutenant and strengthening overall organizational capacity.

Under this proposed realignment, the department would consist of two lieutenants and nine sergeants. This reclassification is consistent with the department's vision, supports leadership development goals, and ensures a sustainable organizational model. This proposal is supported by the Tumwater Police Guild.

Discussion and Alternatives:

Options for the Commission include:

- Authorize the reclassification as proposed
- Modify and authorize the reclassification
- Do not authorize the reclassification